



Job Opportunity Bulletin

Consultant in Teacher Preparation (Examinations and Research)

Tenure/Timebase: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$5349 - \$6498
Final Filing Date: May 20, 2005 or until filled
Contact: Lori Gonzales (916) 324-8004

DUTIES:

Under the direction of the Administrator of the Examinations and Research Unit of the Professional Services Division, the incumbent is responsible for the following:

- Plan, implement, and write reports of job analyses, validity studies, and standard-setting studies for specified teacher licensure examinations or performance assessments, including technical information about the basis of each exam's/assessment's validity and reliability, scope and specifications, and assessment methodology. Ensure the legal and psychometric defensibility of specified teacher licensure examinations or performance assessments.
- Monitor the work of specified contractor(s) who are responsible for (a) the development and administration of specified teacher licensure examinations or performance assessments or (b) job analyses, validity studies, or standard-setting studies for specified teacher licensure examinations or performance assessments. Review and evaluate all deliverables and services provided by the contractor(s). Review and approve contract revenues, expenses, and invoices. Enforce all provisions of the contract(s).
- Prepare written reports on the status of specified teacher licensure examinations or performance assessments, job analyses, validity studies, and standard-setting studies for the Administrator I, the Division Director, the Executive Director and the Professional Services Committee of the Commission. Appear before the Committee to present reports and respond to questions in public meetings.
- Pursuant to policy actions by the Commission, plan, develop, and distribute Requests for Proposals for the development and administration of teacher licensure examinations or performance assessments, or for job analyses, validity studies, or standard-setting studies.
- Coordinate and facilitate the work of advisory panel(s), consisting of California teachers and teacher educators, convened to develop expert advice for the Commission related to the development and administration of teacher licensure examinations or performance assessments, or job analyses, validity studies, or standard-setting studies.

CONDITIONS OF EMPLOYMENT:

- Fingerprint Clearance is required

DESIRABLE QUALIFICATIONS:

- Ability to communicate clearly and tactfully
- Ability to read and follow written and oral instructions
- Ability to change tasks and work with multiple task assignments
- Good attendance, punctuality, and work attitude

WHO MAY APPLY:

Applications will be accepted from individuals at the Consultant in Teacher Preparation (Examinations and Research) level, those with transfer eligibility, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) procedures.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Lori Gonzales. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.